



TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

APPLICATION FOR A ZONING MAP AMENDMENT

Submittal of this form with original signatures is required. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Address or location of the subject property: _____

Current zoning of subject property: _____ Proposed zoning of subject property: _____

Is the purpose of this application to amend only **land uses** listed in previously approved proffered conditions? ☐ No ☐ Yes

Summary Description of Proposal (attach additional sheets as necessary): _____

Name and role of principal contact for this application: (properly owner, agent authorized to act on behalf of property owner, or contract purchaser): _____

Mailing Address: _____

E-mail address

Telephone #

FAX #

The undersigned hereby applies for a Zoning Map Amendment under the provisions of § 78-202.1 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is proposed in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Signature of Applicant (Property Owner, Contract Purchaser, or Authorized Agent)

Date

Site is located in : (please check any that apply)

- ☐ the Floodplain Overlay District, in accordance with § 78-304.2
- ☐ the Heritage Preservation Overlay District, in accordance with § 78-304.3
- ☐ the Chesapeake Bay Overlay District: Resource Protection District or Intensely Developed Area, in accordance with § 78-304.4
- ☐ Downtown Transition Area, in accordance with § 78-512
- ☐ Landmark Business Area, in accordance with § 78-510

APPLICATION FOR A ZONING MAP AMENDMENT - continued

TO BE SUBMITTED WITH THIS APPLICATION (per Zoning Ordinance § 78-202.1)

- ☐ Name and title of all Co-Applicants (Property Owner(s), Contract Purchasers, and Agents Authorized to Act on Behalf of the Property Owner) with respective mailing addresses, telephone numbers, fax numbers, and e-mail addresses;
- ☐ Copy of an affidavit stating whether or not any member or any member of the immediate household of any member of the Planning Commission or the Town Council has any interest in the subject property, either individually, by ownership of stock in a corporation or partnership;
- ☐ A statement indicating whether or not statements, plans, profiles, elevations and other demonstrative materials submitted with the application are proffered as conditions of the application;
- ☐ Statement of Justification for the Proposed Zoning Map Amendment;
- ☐ Ten copies of a Generalized Development Plan and all other materials meeting the requirements of § 78-201.3 and § 78-202.1;
- ☐ Ten copies of a Traffic Impact Study meeting the requirements of § 78-501.2.

REQUIREMENTS FOR ALL APPLICATIONS (Zoning Ordinance § 78-201.3)

- ☐ A statement of authorization from the landowner authorizing an agent to act on their behalf (if applicable);
- ☐ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- ☐ If a neighborhood meeting was held prior to application submittal, a statement indicating the date, time, location, invitation list, number of attendees, and outcome of the meeting;
- ☐ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed);
- ☐ Application Fee and Review Fees.

Certification, in a form prescribed by the Zoning Administrator, that public notification regarding a public hearing has been given in accordance with § 78-201.9, Public Notification, shall be submitted upon completion of proper notification by the applicant.

For Office Use Only

Application Received by:	Case No.:
Tax Map Reference:	Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent
Fee paid:	Date: